

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY

CONNECTICUT CAREERS TRAINEE – TARGET CLASS RESEARCH ANALYST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates with a Bachelor's Degree, or a Master's Degree in economics, statistics or a closely related field

Location: 460 Capitol Ave., Hartford

Job Posting No: 106057

Hours: 40 hours/week – Monday - Friday (First Shift)

Salary: Bachelor's Degree - \$43,353
Master's Degree - \$44,920
After completion of training period will go into pay plan AR-22 step 1 (currently \$59,585)

Closing Date: November 18, 2013

The Department of Developmental Services is currently recruiting for **Research Analyst (to be under-filled at the Connecticut Careers Trainee level)**. As a Connecticut Careers Trainee candidate selected will be accountable for mastering the skills necessary to satisfactorily complete the training program for the target class of Research Analyst.

Eligibility Requirement:

Candidates must have a Bachelor's Degree, or a Master's Degree in economics, statistics or a closely related field.

Examples of Duties:

The incumbent in this position will be responsible for statewide data analysis and reporting of DDS Consumer, Placement, Service and Quality Management information. This will include standard DDS Statewide reports and participation in national studies and requests for data. Data analysis will include written narrative and ability to translate data into graphical representations. It will also involve responding to and creating ad hoc data analyses and reports upon request. Incumbent will participate in design and implementation of DDS Business Intelligence and Reporting system along with other business and technical staff. Perform related duties as required. This position will report to a Planning Specialist.

Knowledge, Skill & Ability: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Preferred Skills & Experience:

- Intermediate/Advanced Excel Skills
- Ability to work with relational databases (e.g. Access)
- Proficient in Microsoft Office Suite including Word and Outlook
- Strong business analytical skills
- Ability to learn reporting software such as Crystal Reports, Microsoft SQL Server Reporting Software (SSRS), or Oracle Business Intelligence
- Knowledge of research methods and techniques
- Knowledge of statistics
- Effective oral and written communication skills
- Strong interpersonal skills
- Ability to work with both technical and program staff in developing and maintaining data analysis and reporting

Term of Appointment:

- For candidates with a Bachelor's Degree, the length of training period is two (2) years.
- For candidates with a Master's Degree in economics, statistics or a closely related field, the length of training period may be reduced to one (1) year.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

Preferred methods of application are via fax or email.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.